UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State Office MIR3 Initiators

State Emergency Notification System (MIR3) Initiator Training

Approved by: Deputy Administrator for Management

1 Initiator Training

A Background

FSA is currently deploying MIR3 to state offices to provide an efficient and effective means of notifying employees during an emergency. MIR3 can also be used for FSA personnel accountability during an emergency instead of having to use state and county office call trees.

State and county offices provided FSA-783's, "Emergency Operations for FSA Employees Contact Information and Phone Tree (FSA Internal Use Only)", to the FSA Emergency Preparedness Division (EPD) for entering into MIR3 according to Notice SEM-36. The employee's contact information has already been entered into MIR3.

B Purpose

This notice informs state office MIR3 initiators of the following:

- **updated** MIR3 training dates for phase two through four,

- training requirements and guidelines, and

- the responsibility for conducting mandatory quarterly MIR3 notification tests to validate the employee contact information in MIR3, which will begin **after** MIR3 training.

C Contact

For questions regarding this notice, contact EPD at the following e-mail address:

RA.DCWASHING3.FSA.EPD

Disposal Date	Distribution
September 1, 2015	State Office MIR3 Initiators

1   Initiator Training (Continued)

D   MIR3 Phase Two Through Four State Groups

The following table provides Phase two through Phase four **updated** training dates for state office MIR3 initiators.

Phase 2 States March 4 and 5, 2015 9 a.m. e.t. to 12 p.m. e.t.	Phase 3 States March 11 and 12, 2015 9 a.m. e.t. to 12 p.m. e.t.	Phase 4 States March 25 and 26, 2015 12 p.m. e.t. to 3 p.m. e.t.
Arkansas	Alaska	Arizona
Connecticut	Colorado	California
Delaware	Idaho	Florida
Iowa	Maine	Georgia
Kansas	Massachusetts	Nevada
Kentucky	Minnesota	New Mexico
Nebraska	Montana	Puerto Rico
New Jersey	New Hampshire	Texas
New York	North Dakota	Utah
Oklahoma	Oregon	Vermont
Pennsylvania	Rhode Island	Virgin Island
West Virginia	South Dakota	Washington
		Wyoming

Phase two through four state office MIR3 initiators must provide EPD with their preferred training date by e-mail to **RA.DCWASHING3.FSA.EPD** no later than **COB February 27, 2015**.

Note: The training being presented on both days will be the same; therefore, only one date should be selected.

E   MIR3 Training Requirements

State office MIR3 initiators will need the following in order to take the MIR3 training:

- MIR3 login and password information provided by EPD,
- PowerPoint presentations provided by EPD,
- use of VTC,
- computer network access while using VTC, and
- cell phone, government issued or personal.

Important: Phase two through four MIR3 training will be conducted by VTC using the call bridge number "72895".

1   Initiator Training (Continued)

F   MIR3 Training Topics

The MIR3 training topics will include the following:

- accessing and logging into the MIR3 web site,
- entering a new employee's contact information,
- updating and editing current employee contact information,
- deleting employee records,
- building and initiating a notification to state and county office employees,
- understanding the notification report after a notification has been completed, and
- questions and answers following the MIR3 training.

G   State Office MIR3 Initiators Responsibilities

After completing the MIR3 training, state office MIR3 initiators are responsible for the following:

- validating all employee contact information by conducting a quarterly MIR3 notification test, and

- changing the MIR3 password every 60 calendar days.